

THE CITY OF MARIETTA

SOLICITATION FOR PROPOSAL

PERMITS & INSPECTIONS ONLINE
PERMITTING SOFTWARE

RFP-16-038923



CITY OF MARIETTA
PURCHASING DIVISION
205 Lawrence Street
Marietta, Georgia, 30060
770-794-5257

TABLE OF CONTENTS

REQUEST FOR PROPOSAL NO. RFP-16-038923

**PERMITS & INSPECTIONS ONLINE PERMITTING
SOFTWARE**

TITLE	PAGE
INSTRUCTIONS TO PROPOSERS	1 –14
EXHIBIT A: ALTERATIONS/EXCEPTIONS	10
EXHIBIT B: DRUG FREE WORKPLACE	11
EXHIBIT C: WORK AUTHORIZATION	12-14
EXHIBIT D: SPECIFICATIONS & REQUIREMENTS	SOW 1 –9

INSTRUCTIONS FOR PROPOSAL SUBMITTAL

ARTICLE 1 TIME AND DATE DUE

The City of Marietta, a political subdivision of the State of Georgia (hereinafter "City of Marietta" or the "City") shall receive sealed proposals from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Georgia or authorized to conduct business in the State of Georgia until 11:00 A.M., Thursday, June 2, 2016 for the following:

PERMITS & INSPECTIONS ONLINE PERMITTING SOFTWARE

RFP-16-038923

All proposal requirements shall be in accordance with Specifications and Requirements Pages SOW 1-10 and attached hereto.

ARTICLE 2 OPENING LOCATION & TIME

Names of vendors submitting proposals shall be read out loud at 11:00 A.M., Thursday, June 2, 2016 at the City of Marietta Purchasing Division, First Floor, 205 Lawrence Street, Marietta, Georgia 30060. A public opening of proposals will not occur at the date and time indicated above. Proposals received will be officially recorded, and this recordation will be made available to the public. All proposals received will be turned over to the evaluation committee for opening, review, deliberation, and recommendation. Negotiations will be conducted in accordance with the procedures described in this solicitation.

ARTICLE 3 PRE-PROPOSAL CONFERENCE

Not applicable to this proposal.

ARTICLE 4 DELIVERY REQUIREMENTS

Any proposals received after the stated time and date shall not be considered. The time/date stamp clock located in the Purchasing Division shall serve as the official authority to determine lateness of any proposal. It shall be the sole responsibility of the proposer to have their proposal delivered to the City of Marietta Purchasing Division for receipt on or before the above stated time and date. If a proposal is sent by the U.S. Postal Service, the proposer shall be responsible for its timely delivery to the Purchasing Division. Proposals delayed by the mail shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense. The proposal opening time shall be strictly observed. Under no circumstance shall proposal delivered after the specified time be considered. Such bids will be returned unopened.

ARTICLE 5 CLARIFICATION & ADDENDA

Each proposer shall examine all invitation for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the invitation to proposal shall be made through the City of Marietta, Purchasing Division. The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposers who have secured the same. However, it shall be the responsibility of each proposer to contact the City of Marietta, Purchasing Division at 770-794-5257 72 hours prior to proposal due date to determine if any addenda were issued and to make sure such addenda is a part of their proposal. **EACH PROPOSER SHALL ACKNOWLEDGE ALL ADDENDA BY SIGNING A COPY ADDENDA RECEIVED AND ATTACHING WITH PROPOSAL.**

ARTICLE 6 USE AND CLARIFICATION OF SPECIFICATIONS

If there are any discrepancies in, or omissions from, the Drawings or Specifications, or if the proposer is in doubt as to the true meaning of any part of the Contract Document, he shall request clarification from The Purchasing Division. Such request shall be in writing and shall be made not less than seventy-two (72) hours prior to the time scheduled for the termination of proposal. Interpretations in response to inquiries for any proposer, clarifications or corrections issued in the form of addenda shall be mailed to each proposer. If the proposer fails to request clarification regarding methods of performing work or the material required, his proposal shall be deemed to include the method requiring the greater quantity of work or material or upon the material of greatest cost indicated.

ARTICLE 7 BUSINESS LICENSE

The proposer shall provide appropriate proof of a current Business License.

ARTICLE 8 SEALED & MARKED

TEN (10) SIGNED COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED IN ONE SEALED PACKAGE, CLEARLY MARKED ON THE OUTSIDE:

**REQUEST FOR PROPOSAL
RFP-16-038923**

PERMITS & INSPECTIONS ONLINE PERMITTING SOFTWARE

and addressed to:

**City of Marietta, Purchasing Division
205 Lawrence Street
Marietta, Georgia 30060
Attention: Rick Churbock, CPPB
Purchasing Supervisor**

ARTICLE 9 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone of the respective proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

ARTICLE 10 PROPOSAL EXPENSES

All expenses for making proposals to the City are to be borne by the proposer.

ARTICLE 11 IRREVOCABLE OFFER

Any proposal may be withdrawn up until the date and time set above for the opening of proposal. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to sell to The City of Marietta the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the City. All prices shall be quoted F.O.B. City of Marietta, Georgia.

Proposal modifications shall be accepted from a proposer only if received prior to the scheduled proposal opening, in writing, properly signed by the authorized representative of the proposer's (company, firm, partnership, individual). Proposal modifications shall be submitted as referenced in Article No. 8 and clearly marked "PROPOSAL MODIFICATIONS."

Mathematical errors shall be corrected by the City, i.e.: misplaced decimal points shall be corrected; in discrepancies between unit price vs. extended price, unit price shall govern; errors in extension of unit prices shall be corrected and mathematical errors shall be corrected.

ARTICLE 12 RESERVED RIGHTS

The City reserves the right to accept or reject any and or all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City of Marietta or to request re-proposal. The City reserves the right to accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City

For each item or for all items combined, the proposal of the lowest, responsible and responsive proposer shall be accepted, unless all proposals are rejected. The lowest responsive proposer shall mean the proposer who makes the lowest proposal to sell goods and/or services of a quality which conforms closest to the quality of goods/and or services set forth in the attached specifications or otherwise required by the City, and conforms to all material aspects of the requirements set forth in the invitation for proposal. To be a responsible proposer, the proposer shall be fit and capable to perform the work as required, shall have the capability in all respects to perform fully the contract requirements, and shall have the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which shall assure good faith performance. Also, the City reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to deliver the goods or service requested.

Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to current financial statements; verification of availability of equipment and personnel; and past performance records.

ARTICLE 13 APPLICABLE LAWS

Proposers shall be authorized to transact business in the State of Georgia. All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City of Marietta shall apply to any resulting agreement.

ARTICLE 14 CODE OF ETHICS

With respect to this proposal, if any proposer violates or is a part to a violation of the State of Georgia, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for goods or services for the City of Marietta.

ARTICLE 15 COLLUSION

By offering a submission to this invitation for proposal, the proposer certifies that the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- 15.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor;
- 15.2 Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and shall not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other PROPOSER or to any competitor;
- 15.3 No attempt has been made or shall be made by the PROPOSER to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- 15.4 The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- 15.5 No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business.

ARTICLE 16 CONTRACT FORMS

Any agreement, contract or Purchase Order resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, in words and numerical, written in ink or typed, the price for which he shall perform the work or supply the items required by the specifications, plans and contract documents. Any erasures, delineations or alterations are to be clear and initialed by the person signing.

ARTICLE 17 NOTICE OF ACCEPTANCE

The contract shall be deemed as having been awarded when the formal notice of acceptance/contract is issued to the Contractor(s). After award and acceptance the successful Contractor(s) may be posted at the Marietta Purchasing website.

ARTICLE 18 PROPOSAL FORMS, VARIANCES, ALTERNATES

Proposals shall be submitted on attached City forms. *PROPOSERS SHALL SUBMIT PROPOSAL DOCUMENTS, ALL DOCUMENTS REQUIRING SIGNATURES AND ANY OTHER ATTACHMENTS (LICENSES, SPECIFICATIONS, ETC.) REQUIRED FOR THIS PROPOSAL BASED ON THE REQUIRED COPIES REQUESTED IN ARTICLE 8 WITH ORIGINAL SIGNATURES WHERE APPLICABLE.*

Proposers shall indicate any and all variances/exceptions from the City requested specifications, terms, and conditions on sheet entitled **“EXHIBIT A”** Providing there has been no variances/exceptions or alterations attached to said proposal, it shall be assumed that the proposer is meeting all requirement of the specifications. Alternate proposals may or may not be considered at the sole discretion of the City.

ARTICLE 19 DISCOUNTS

Any and all discounts shall be incorporated as a reduction in the proposal price and not shown separately. The price as shown on the proposal shall be the price used in determining awards.

ARTICLE 20 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the proposer wishes to make substitution to the specifications, proposer shall furnish to the City the name of the manufacturer, the model number, and other identifying data and information necessary to aid the City in evaluating the substitution, and such substitution shall be subject to City approval. Substitutions shall be approved only if determined by the City to be equivalent to the specifications. A proposal containing a substitution is not accepted until such time as it is approved by the City.

ARTICLE 21 TAXES

The City of Marietta is exempt from Federal Excise and State Sale Taxes; therefore the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. The City of Marietta does not intend to imply that a proposer has no independent tax liability.

ARTICLE 22 USE OF TRADE NAMES

Brand or trade names referenced in specifications are for comparison purposes only. Proposers may submit proposals on items manufactured by other than the manufacturer specified. In these instances, proposals shall be accompanied with all descriptive information necessary for a thorough evaluation of the proposed materials, equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variance from, or exception taken to the specifications.

Failure of any proposer to furnish this data shall be cause for rejection of specified item(s) to which it pertains.

ARTICLE 23 REGULATIONS, CODES AND STANDARDS

It shall be the responsibility of each supplier to assure compliance with any and all Codes & Standards including but not limited to OSHA, EPA LIFESAFETY, ANSI ASTM, UA and/or other Federal or State of Georgia rules, regulations or other requirements, as each may apply.

ARTICLE 24 AUTHORIZED PRODUCTION REPRESENTATION

The successful proposer(s) by virtue of submitting the name and specifications of a manufacturer's product shall be required to furnish the named manufacturer's product. By virtue of submission of the stated documents it shall be presumed by the City that the proposer(s) is/are legally authorized to submit, and the successful proposer(s) shall be legally bound to perform according to the documents.

ARTICLE 25 INDEMNIFICATION, AND LIABILITY

A. INDEMNIFICATION

The Contractor agrees to indemnify and save harmless the Owner, its agents, assigns, and employees from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from performance of work hereunder by contractor or his employees, agents, servants, associates or subcontractors however such injuries or death or damage to property may be caused.

B. LIMITATIONS OF LIABILITY

Owner shall not be liable in contract or in tort (including negligence) to Vendor, subcontractor or suppliers of Vendor, regardless of tier, for incidental or consequential damages arising out of or resulting from Owner's performance or nonperformance of its obligations under this Agreement, or from Owner's termination or suspension of the services under this Agreement.

ARTICLE 26 INSURANCE, INDEMNIFICATION, AND LIABILITY

Owner requires the vendor to have and maintain the following insurance coverage and indemnification provisions with the City of Marietta named as an additional insured thereunder:

A. INSURANCE

The Contractor agrees to provide and maintain insurance coverage until the contract is completed and to furnish certificates from its insurance carriers, showing that it carries insurance in the following minimum limits:

I. Workmen's Compensation Insurance Statutory

II. Comprehensive General Liability Insurance including:

Bodily Injury	\$1,000,000 per person \$1,000,000 per occurrence
Property Damage	\$1,000,000 per person \$1,000,000 annual aggregate

III.. Automobile Liability Insurance including:

\$1,000,000 combined single
limit

B. INDEMNIFICATION

The Contractor agrees to indemnify and save harmless the Owner, its agents, assigns, and employees from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from performance of work hereunder by contractor or his employees, agents, servants, associates or subcontractors however such injuries or death or damage to property may be caused.

C. LIMITATIONS OF LIABILITY

Owner shall not be liable in contract or in tort (including negligence) to Vendor, subcontractor or suppliers of Vendor, regardless of tier, for incidental or consequential damages arising out of or resulting from Owner's performance or nonperformance of its obligations under this Agreement, or from Owner's termination or suspension of the services under this Agreement.

ARTICLE 27 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of Marietta, Marietta, Georgia, in accordance with the provisions of Title VI of The Civil Rights Act of 1964(78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it shall affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals in response to this advertisement and shall not be discriminated against on the grounds of race, color, disability or national origin in consideration for an award.

ARTICLE 28 DRUG FREE WORKPLACE

The City of Marietta is a DRUG FREE WORKPLACE. It is required that the attached Drug Free Workplace Form (Exhibit B) be signed and returned to this office with the proposal. In the event of a tie proposal, receipt of a valid and accurate form may be used as basis for awarding the contract.

ARTICLE 29 WORK AUTHORIZATION PROGRAM

Contractor affidavit and agreement and subcontractor affidavit and agreement are attached (Exhibit C) it is required that these forms be signed and returned to this office with the proposal.

EXHIBIT A
ALTERATIONS /EXCEPTIONS

SPECIAL INSTRUCTION: ALL ITEMS SHALL BE TYPED OR PRINTED

EXHIBIT B

Drug Free Work Place Certification

Identical Tie Proposals - Preference shall be given to businesses with drug-free workplace program. Whenever two or more proposals which equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has implemented a drug-free work place program shall be given preference in the award process. Established procedures processing tie proposals shall be followed if none of the tied vendors have drug-free workplace program. In order to have a drug-free workplace, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.**
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).**
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME

AUTHORIZED SIGNATURE

EXHIBIT C
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of subcontractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and _____ (name of contractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to _____ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ___, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____

EXHIBIT D
SPECIFICATIONS & REQUIREMENTS
For
PERMITS & INSPECTIONS ONLINE PERMITTING
SOFTWARE

TABLE OF CONTENTS

	PAGE
Purpose of RFP	SOW 2
Background.....	SOW 2
Overall Requirements	SOW 3-5
Proposal Format.....	SOW 6-7
Evaluation Criteria.....	SOW 8-9

GENERAL INFORMATION

**The city of Marietta, GA
Request for Proposals No. RFP-16-038923
Permits & Inspections – Online Permitting Software**

A. INTRODUCTION

The city of Marietta, Georgia seeks a qualified firm to provide an online permitting system. It will be acquired by the Department of Information Technology, but will be utilized by the Department of Public Works and may be used by other departments that are involved with permitting and inspecting. The goal is to enter into a contract scheduled to end on June 30, 2017 but automatically renew until no longer needed, unless positive action is taken by the city to terminate the contract.

B. BACKGROUND & STATEMENT OF NEED

The city of Marietta, Georgia is a growing community located 10 miles north of Atlanta's city limits and is an integral part of the Atlanta metropolitan area. The City's population is approximately 58,000 people.

The three main functions of the Department of Public Works are:

- Submitting an online application and related construction documents for code compliance;
- Process requests for application; and
- Issue permits and accept payments through the internet.

Growing populations, tightening budgets, and increasing regulatory standards have resulted in the need for a better method of tracking, managing, reporting, sharing and archiving permits and related data. It is the intent of this RFP to find a software management system to help accomplish this.

C. SCOPE OF WORK

This section of the RFP documents features of an online permitting application system that are important to the city of Marietta. The itemized features are not all inclusive but are provided to help define the type of information, work flow, queries, database management features, reports, etc. that are of value to the City of Marietta. Within your proposal, you should identify and explain all software capabilities that may be of benefit to Building Permits and Inspections. It may be there are software features not listed within this scope of work that prove to be the most valuable.

Training

- The vendor should provide on-site training to City personnel (implementation team and Building Permits and Inspections staff) that covers all aspects of the software, including but not limited to configuration, data entry, workflow/notifications, querying, reporting (including ad-hoc reporting tools), administration functions and technical functions.
- The vendor should supply to City all necessary documentation to allow the City to independently operate, administer and maintain the system.
- The implementation team should receive high level familiarization training at the beginning of the project to enable the implementation team to make informed decisions regarding system configuration and use that meet the needs of the City.
- The Contractor should provide appropriate and adequate knowledge transfer, including supporting technical reference materials, to ensure that the system administrators can perform required software maintenance and successfully install system patches and future software upgrades.

Software

Listed below are items to be provided with the system. Proposals shall acknowledge and describe all that are included, not applicable, or other.

The system should have the following types of abilities and characteristics:

1. Electronic submission of permit application
2. Integration with Sungard Naviline permitting system
3. Automated verification of application pre-requisites, such as;
 - a. Address verification
 - b. No code enforcement issues
 - c. Current property tax payment
 - d. Valid business license

4. Easy to build process rules for permit types
5. Provide easy collaboration between intake clerk and applicant
6. Provide ability for clerk to review application prior to payment
7. Accept electronic payments
8. Customizable notifications via email, text or other means
9. Ability to have the upload portal integrate with department web page
10. Fully customizable for common and individual users; including dashboards, workflows etc.
11. Provide dashboards with customizable work queues
12. On premise or cloud based solutions will be accepted
13. Ability to bring the department to a paperless capability
14. Ability to provide for parallel workflows to other departments simultaneously
15. File Name convention that includes City of Marietta's permit number
16. Web page built using responsive design
17. Ability to phase software and processes into production over a time period defined by City of Marietta
18. System provides ability for users/customers to reset own password

The City of Marietta uses ESRI for its GIS (ArcGIS SQL Server 10.1). It is desired that the Electronic Plan Review and document system is fully integrated with the GIS. As part of the proposal, vendors shall identify and describe how their system can be integrated with the GIS system (i.e., services, ArcGIS runtime, etc.).

The system shall be able to work with or without access to the City's GIS database.

General System Requirements

The vendor shall provide to the City of Marietta a "system" that includes all software, firmware, and software licenses for an operable and acceptable electronic plan review and document submittal system .

- The system shall allow concurrent internal users (City staff). Proposals shall describe any limitations on the number and types of users and costs associated for multiple users.
- The system should be web based.
- The system should be capable of full integration with ESRI's ArcView Geographic Information System (GIS) software. The City of Marietta currently uses Version 10.1.

- The system should allow for a phased incorporation and utilization of existing City data if applicable.
- Vendor services shall include implementation of the software, including all labor, project management, installation, and basic training.
- The package of services should also include user manuals/materials, on-going support, maintenance services, and warranty information.
- The system shall be fully compatible with the City's existing Local Area Network (LAN), Wide Area Network (WAN) and standard local and networked printers.
- Any third-party products required by the vendor to implement system shall be included as part of the proposal.
- The vendor must provide a list of all additional hardware, software or other materials including necessary versions or firmware levels for the system to operate successfully.

Security

It is desired that the system be able to limit users to specified types of data, responsibilities or roles, and associated passwords. In addition, the system should allow for the creation of strong passwords, with password aging and mandatory change intervals.

Support, Maintenance and Expansion

City of Marietta desires to enter into a contract, automatically renewable for a total of five years, for software upgrades and support. Toward this end, the Price Schedule included in the RFP provides for establishing prices for five years.

Warranty

Describe or enclose all warranties included.

D. PROPOSAL RESPONSE REQUIREMENTS

Proposals must include the following, in the order shown:

1. **Cover page:** Include the Request for Proposals number and title (RFP-16-038923, Permits and Inspections – Online Permitting Software). Also include your firm's name, address, telephone number, fax number, and email address.
2. **Table of Contents**
3. **Company History and Experience / Project Team:** Provide a brief overview of your company, including the number of years in business, background, and history. Include the firm's experience in providing services such as those described in this RFP. Provide an organization chart of key team members to be assigned to this project. Provide a resume for key team members.
4. **Project Understanding and Proposed Solution:** Describe the firm's understanding of the objectives. Describe the proposed system, and how the system will meet the described needs. Proposals shall:
 - Identify the database software upon which the system is built, along with description of our data can be imported to or exported from the system.
 - Specify the number and type of users who can use the system, along with cost breakdowns for different numbers (if applicable). Based on current staffing levels, City of Marietta sees a need for 10 – 15 users.
 - Describe the types and hours of support available to users. Identify minimum response times for major problems (e.g., on-site support within 4 hours?). Support shall include but is not limited to, free software upgrades, patches, scripts, etc.
 - Describe the system's ability to grow in size as City of Marietta grows. For example, what changes would be needed in the future if the City's population, and associated staff and assets, grows from the current 108,000 people to 140,000 or more? Note if there is an upper limit that would require a substantial upgrade.
 - Specifically note the system's ability to handle additional users without a negative impact on performance.

- Describe the amount and type of training included in the proposal. Provide line-item costs for the training activities and options. It may be desirable to have a kick-off training session and then a follow-up several weeks or months into use. Identify support numbers, emails, on-line references, training manuals, etc. that are available. Describe successful implementation processes used in similar-sized municipalities.
 - Describe the security features associated with the system.
 - Describe the type and duration of warranty(s) provided with the system.
 - Separately identify any proposed features above and beyond those sought through this RFP, but which you wish to propose as adding value for the city.
5. **Implementation Schedule:** Include a project schedule, showing the implementation timeline and milestone completion dates.

E. EVALUATION CRITERIA

The City of Marietta Purchasing Department is the facilitator for issuing this RFP. All communications during procurement shall be through the Purchasing agent.

The city will form an Evaluation Team for the purpose of selecting the system that most closely meets the needs described. If the Evaluation Team determines that it would be beneficial, it will create a short list of firms, and invite them to conduct product demonstrations. Final fees and prices will be negotiated with the top-rated proposing firm.

1. Proposal Evaluation

The Evaluation Team will review and rank the technical merit portion of proposals based on the factors listed below. The points earned for technical merit will comprise 80% of your evaluation score. Criteria for technical merit review are, in priority order, as follows:

SCOPE & PRODUCT OFFERED: This category will evaluate how well the offered product meets the requirements and needs of the city.

COMPANY HISTORY & EXPERIENCE: Proposals will score the highest in this category that demonstrate Company stability and experience in providing system software to comparable governments and similar organizations.

QUALITY OF WRITTEN PROPOSAL: This category is used to rate the overall effectiveness of communication via text, table, figures and graphics; the relevance of the information to the RFP; the layout, organization and professionalism of the proposal.

IMPLEMENTATION SCHEDULE: This scoring category rates the proposed implementation schedule for the software system, relative to an assumed Notice to Proceed. In addition to the overall time required to get the system up and running, it also considers the ease (or challenges) in importing data, conversions and complexity of training and use. Typically, simpler and faster is better.

The remaining 20% of your score will be determined by your proposed prices. Prices of optional products or services offered beyond those specified in this RFP will not be used in the price comparisons and scoring, so that additional offerings will not work against you.

2. Interviews and Product Demonstration

If applicable, short-listed vendors will be invited to make a face-to-face presentation to City of Marietta. At this time they can provide live demonstrations of the software and discuss the benefits of their software system to City of Marietta. A question and answer will follow the presentation.

3. Final Ranking

Upon completion of the interviews and demonstrations, the review committee will rank the short-listed proposals based on a combination of the evaluation scores and presentation scores. The top-ranked proposal will be recommended for contract award, pending successful negotiations.

4. Discussions, Negotiations, Revisions

At this stage, the city may conduct any final discussions, negotiations, or proposal revisions with the top-ranking company(s).